



## **EVERBRIGHT GRAND CHINA ASSETS LIMITED**

### **光大永年有限公司**

*(Incorporated in the British Virgin Islands with limited liability and  
transferred by way of continuation into the Cayman Islands )*

**( Stock Code : 3699 )**

## **Shareholders Communication Policy**

### **I. OBJECTIVE**

Everbright Grand China Assets Limited (the “Company”) is committed to enhancing long-term shareholder value through regular communication with its shareholders, both individual and institutional (the “Shareholders”).

To this end, the Company strives to ensure that all Shareholders have ready and timely access to all publicly available information of the Company. The Company sets out in this Policy the framework that it has put in place to promote effective communication with Shareholders so as to enable them to engage actively with the Company and exercise their rights as shareholders in an informed manner.

### **II. COMMUNICATION WITH SHAREHOLDERS**

#### **A. Shareholders’ meetings**

The annual general meeting and other general meetings of the Company are the primary forum for communication with Shareholders and for Shareholder participation.

The Company encourages Shareholders to participate in shareholders’ meetings physically or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.

Notices of general meetings and the accompanying papers are provided within a prescribed time prior to the meetings on the websites of the Company ([www.ebgca.com.hk](http://www.ebgca.com.hk)) and Hong Kong Exchanges and Clearing Limited (“HKEx”) ([www.hkexnews.hk](http://www.hkexnews.hk)), and by post to those Shareholders who have elected to receive a hard copy version of such communication.

Shareholders’ meetings are held at a convenient location where the Chairman of the Board of the Company, Chairmen of Board committees, Directors and representative from the auditor would be present and are available to answer questions from Shareholders.

Appropriate arrangements for the general meetings shall be in place to encourage Shareholders' participation. The Chairman will allow relevant questioning.

The format and process of shareholders meeting are regularly reviewed and where necessary, changes will be introduced as appropriate to accommodate the needs of Shareholders, enhance their meeting experience and increase their participation at general meeting.

#### **B. Corporate Communication (Including Financial and other reporting)**

The Company reports operating results on a half yearly and annual basis and produces interim and annual reports in accordance with the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("SEHK") and other applicable laws and regulations (the "Regulatory Requirements").

From time to time, the Company communicates other information to Shareholders by way of Company announcements, circulars, notices and other regulatory disclosure in compliance with the Regulatory Requirements.

Corporate communications will be provided to Shareholders in both English and Chinese versions in accordance with Regulatory Requirements to facilitate Shareholders' understanding.

#### **C. Corporate website**

The Company's website ([www.ebgca.com.hk](http://www.ebgca.com.hk)) provides information on the Company, including shareholder communication.

In addition to a dedicated "Investor Relations" section in which the annual reports, interim reports, announcements and circulars of the Company are posted as soon as practicable following their release to SEHK on the website of HKEx, relevant press releases and Company journals are also made available on the Company's website to facilitate communication between the Company, Shareholders and the investment community.

Shareholders may, as a standing or an ad hoc instruction, elect to receive certain shareholders communication (such as notices of general meetings and accompanying papers, circulars, annual reports and interim reports) from the Company by post. In the absence of any such instructions, Shareholders will receive a notification letter informing them of the release of the documents on the websites of the Company and HKEx.

### **III. COMMUNICATION WITH THE COMPANY**

Shareholders may, at any time, direct questions, request for publicly available information and provide comments and suggestions to Directors or management of the Company. Such questions, requests and comments can be addressed to the Company or the Company Secretary of the Company by mail to Room 1302, 13<sup>th</sup> Floor, Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong or by email to [inquiry@ebgca.com.hk](mailto:inquiry@ebgca.com.hk)

Shareholders should direct their questions about their shareholdings by mail to the Company's Branch Share Registrar, Tricor Investor Services Limited, at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong, who has been appointed by the Company to deal with Shareholders for share registration and related matters.

### **IV. SHAREHOLDER PRIVACY**

The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consents unless required by law.

### **V. PUBLICATION OF POLICY**

This Policy is available on the website of the Company. The Policy is reviewed at least annually by the Board of the Company to ensure its effectiveness in upholding high standards of communication with Shareholders and to reflect current best practice.

(updated March 2023)



## EVERBRIGHT GRAND CHINA ASSETS LIMITED

### 光大永年有限公司

(於英屬維爾京群島註冊成立並以存續方式轉至開曼群島的有限公司)

(股份代號：3699)

## 股東通訊政策(草稿)

### I. 目標

光大永年有限公司(「本公司」)致力透過與其個人及機構股東(「股東」)定期通訊，以提升長遠的股東價值。

為此，本公司全力確保所有股東均可及時取得本公司備妥的所有公開資料。本公司在本政策中設定妥善的框架，以促進與股東的有效通訊，以便其積極參與本公司事務，並在知情的情況下行使股東權利。

### II. 與股東通訊

#### A. 股東大會

本公司的股東週年大會與其他股東大會是與股東通訊的基本平台及供股東參與。

本公司鼓勵股東親身參與股東大會，若無暇出席的股東可委派代表出席並於會上投票。

股東大會通告及隨附文件於會議舉行前的指定時間內透過本公司網頁([www.ebgca.com.hk](http://www.ebgca.com.hk))及香港交易及結算所有限公司(「香港交易所」)網頁([www.hkexnews.hk](http://www.hkexnews.hk))提供，及郵寄予選擇收取該通訊印刷本的股東。

股東大會在方便的地點舉行，本公司董事會主席、董事委員會主席、董事與核數師代表均會出席，並回答股東的提問。

股東大會應有適當安排，以鼓勵股東參與。主席將准許有關的積極提問。

本公司定期檢討股東大會之形式及程序，並於有需要時作出適當改動，以切合股東需要，從而提升股東之與會體驗並提高彼等之參與程度。

## **B. 公司通訊(包括財務及其他報告)**

本公司根據香港聯合交易所有限公司(「聯交所」)證券上市規則及其他適用法律與規定(「法規要求」)，匯報中期及年度之經營運業績及編製中期及全年業績報告。

本公司不時透過本公司公告、通函、通知及為遵照適用法規要求而刊發之其他監管披露文件。

本公司根據法規要求，向股東提供公司通訊的英文和中文兩種版本，以方便股東參閱。

## **C. 公司網頁**

本公司網站( [www.ebgca.com.hk](http://www.ebgca.com.hk) )上登載之資料定期更新。本公司網站專設「投資者關係」欄目。

本公司的年報、中期報告、公告與通函透過登載於香港交易所網頁交予聯交所後，即於實際可行情況下盡快上載至本公司網頁專設的「投資者關係」一項；此外，有關新聞稿與公司刊物亦可於本公司網頁閱覽，以便本公司與股東及投資界溝通。

股東可作出長期或特別指示，選擇收取本公司郵寄的若干股東通訊(如股東大會通告與隨附文件、通函、年報及中期報告)。若股東並無作出指示，則會接獲通知函知會上述文件於本公司與香港交易所網頁發佈。

### III. 與本公司通訊

股東可隨時向本公司董事或管理層提出問題或索取可公開的資料，以及提供意見與建議。此等提問、要求與意見可郵寄（地址：香港告士打道 56 號東亞銀行港灣中心 13 樓 1302 室）或電郵（地址：inquiry@ebgca.com.hk）予本公司或公司秘書。

股東應以郵寄方式向本公司之股份登記分處卓佳證券登記有限公司（地址為香港夏慤道 16 號遠東金融中心 17 樓），作出關於股權之提問。卓佳證券登記有限公司已獲本公司委任處理股東之股份登記及相關事宜。

### IV. 股東私隱

本公司尊重股東的私隱權，除非法律要求，否則不會在未獲股東同意前披露有關股東的資料。

### V. 本政策之刊發

本政策登載於本公司網站，以供查閱。本公司董事會至少每年檢討本政策，以確保其有效維持與股東之高水平溝通及反映現行最佳常規。

*(附註：本政策的中文版僅供參考。倘英文版本與中文版本有任何歧義或不一致，概以英文版為準)*

(更新日期: 2023 年 3 月)